



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

John Cooper
Mayor

Kevin Crumbo
Director of Finance

2/25/2021 | 5:39 PM CST

All Proposers on RFQ 96161 – Gaiter Masks Coverings

Dear Proposers:

Please be advised that the intent to award to Staples Inc. (HiTouch Business Services) is hereby rescinded, as the Purchasing Agent has determined it is in best interest of Metro to do so as the offer received by Staples Inc. (HiTouch Business Services) was non-responsive to the solicitation requirement for requiring a minimum order to be placed. All responsible offers will be re-evaluated and a new intent to award will be issued once complete.

Respectfully,

Michelle A. Hernandez Lane

Michelle A Hernandez Lane
Chief Procurement Officer/Purchasing Agent
Metropolitan Government of Nashville & Davidson County

cc: Solicitation Files



Neck Gaiter Spec Sheet

RFQ #96161

Materials:

1 ply Knit jersey mesh, 130 gsm Microfiber, 100% polyester

Construction:

Hemmed edges, single seam line down the middle

Unit size:

- Adult size: 11" W x 14" H
- Youth size: 9" W x 10" H

Packaging (individually wrapped):

- Adult size: 1 pc/bag, 10pcs/inner bag, 500pcs/ct,
Carton size: 18x18x18, gross weight: around 42 lbs
- Youth size: 1 pc/bag, 10pcs/inner bag, 500pcs/ct,
Carton size: 18x18x18, gross weight: around 35 lbs

We do not foresee the 5-week delivery time being a concern; however, these will be shipped via FedEx/UPS and they are experiencing major delays right now due to COVID.

After initial order, first 1,000 of each adult and youth size of MNPS gaiter can be ordered in any quantity but after the first 1,000, we will require a minimum order of 500 pieces of each style per order and pricing will increase based on the smaller order quantity. Public works gaiter will require a minimum order of 500 pieces after initial order and pricing will increase based on smaller order quantity.

Sample was sent via UPS tracking # 1Z5X06870258725037.

(Note: Samples are stock sizing, but final product will match requested size)

Certificate Of Completion

Envelope Id: C311E03722AF4247A5F1926A9F8F5C13	Status: Completed
Subject: Rescind Letter for RFQ #96161 Gaiter Masks Coverings	
Source Envelope:	
Document Pages: 2	Signatures: 1
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Procurement Resource Group
Time Zone: (UTC-06:00) Central Time (US & Canada)	730 2nd Ave. South 1st Floor
	Nashville, TN 37219
	prg@nashville.gov
	IP Address: 170.190.198.185

Record Tracking

Status: Original 2/23/2021 8:09:04 AM	Holder: Procurement Resource Group prg@nashville.gov	Location: DocuSign
--	---	--------------------

Signer Events

Signature	Timestamp
Michelle A. Hernandez Lane michelle.lane@nashville.gov Chief Procurement Officer/Purchasing Agent Metro Security Level: Email, Account Authentication (None)	Sent: 2/23/2021 8:14:35 AM Viewed: 2/25/2021 5:39:35 PM Signed: 2/25/2021 5:39:39 PM
Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185	

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events

Signature	Timestamp

Editor Delivery Events

Status	Timestamp

Agent Delivery Events

Status	Timestamp

Intermediary Delivery Events

Status	Timestamp

Certified Delivery Events

Status	Timestamp

Carbon Copy Events

Status	Timestamp
Terri L. Ray Terri.Ray@nashville.gov Senior Procurement Officer Metropolitan Government of Nashville and Davidson County Security Level: Email, Account Authentication (None)	Sent: 2/25/2021 5:39:40 PM Viewed: 2/25/2021 5:43:53 PM

COPIED

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Witness Events

Signature	Timestamp

Notary Events

Signature	Timestamp

Envelope Summary Events

Status	Timestamps
Envelope Sent	2/23/2021 8:14:35 AM
Certified Delivered	2/25/2021 5:39:35 PM
Signing Complete	2/25/2021 5:39:39 PM

Envelope Summary Events	Status	Timestamps
Completed	Security Checked	2/25/2021 5:39:40 PM
Payment Events	Status	Timestamps